



## Smith River Rancheria

### Position Description

**Title:** Receptionist

**Department:** (01) Administration

**Class:** Clerical

**FLSA:** Non-Exempt

**Status:** Full Time/Part Time

**Pay Grade:** I (\$8.06-\$11.36)

**Supervisor:** Office Manager

**Subordinates:** None

**Effective Date:** January 2009

#### Position Summary:

Performs a range of basic office support activities for the Tribal Administrative Office, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry and/or word processing work as assigned. Incumbent may be assigned to any department on a rotating basis as need arises.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Answers telephones, routes calls, takes messages and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required.
- Opens and routes incoming mail, distributes correspondence and other material to department staff as a backup to the Administrative Assistant.
- Performs a variety of routine typing assignments as appropriate to the position; operates a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
- Copies and/or duplicates materials as requested; may oversee day-to-day operation of the copy machine; prepares and transmits facsimiles for the Tribal Office.
- Establishes, maintains, processes, and/or updates files, records, and/or other documents, as directed.
- May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- Responsible for maintaining the kitchen in a clean and orderly fashion. Cleaning out the refrigerator and the microwave weekly.
- Sending out the Birthday announcements and purchasing the monthly cake for a celebration on the last Monday of each month.
- Keeping the live plants watered in the office and on the front deck.
- Maintaining the public garbage bags.
- Mail pick-up and drop-off at the Casino.
- Managing the Committee Calendar and making the weekly courtesy calls to committee members.
- Maintains all of the Mail Logs for incoming and outgoing mail and Fax's

- Manages the t-shirt cabinet and all the various supplies for t-shirts.
- May run various routine errands, as required, for the Tribal Office or any department as requested by your Supervisor.
- Performs miscellaneous job-related duties as assigned.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

#### **Minimum Qualifications:**

- A high school diploma or equivalent (GED).
- 1 year relevant experience required.
- Must be a team player with the ability to multi-task in a fast paced working environment.
- Ability to work with and handle Tribal Members, clients, and various customers under stress in a professional manner.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

#### **Language Skills:**

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

#### **Mathematical Skills:**

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

#### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

#### **Physical Demands:**

- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Work position: Standing 20%, walking 20%, sitting 60%, filing, carrying.
- Back movements: Lifting up to 25 lb. occasionally, carrying, bending, some reaching, some kneeling/squatting, some climbing stairs.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Drug Free Work Environment:**

Per Federal regulations, must submit to and pass a pre-employment drug and alcohol screening test as well as participate in random drug testing throughout employment.

**Work Environment:**

Works in office areas as well as throughout the facility. Interacts with residents, family members, staff, visitors, government agencies/personnel, etc., under all conditions/circumstances. Is subject to hostile and emotional upset residents, family members, staff, visitors, etc. under all conditions/circumstances.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_